



State Procurement Manual

Department of Administration, State Bureau of Procurement

Number
PRO-301

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- SCOPE:** The purpose of this policy is to establish authority and responsibility for achieving competition in the state's procurement process.
- POLICY:** The competitive bidding process is the preferred method for selecting suppliers and will be used in every case unless it is determined, and justified, that competitive bidding is not practical or in the state's best interests.
- The State Bureau of Procurement has the responsibility to promote maximum competition in meeting state procurement needs, develop procedures for competitive solicitations and the use of alternative means of procurement.
- Agencies with delegated authority to perform purchasing functions are responsible for implementing competitive procurement procedures.
- Prior to considering the appropriate competitive method as prescribed herein, agencies will also determine if the nature of the purchase meets the criteria of a non-procurement transaction per PRO-504, Grants and Other Non-Procurement Transactions.
- PROCEDURE:**
- I. Competitive Sourcing Considerations
 - A. Specifications will be written to foster competitive bidding and permit selection of the lowest responsible bidder. See PRO-202, Specifications and Standards, and PRO-305, Basis for Bid Awards.
 - B. Competitive bidding processes are determined by the total value anticipated for a purchase. See PRO-101, Procurement Definitions; PRO-302, Best Judgment Purchasing; PRO-303, Simplified Bidding; and PRO-304, Bidding Policy and Procedure, Official Sealed Bid.



Legal Authority

Wis. Stats. 16.001(1); 16.71(1); 16.72(4); 16.73(4);
16.75(1)(a); 16.75(2)(a); 16.75(2m); 16.75(6)(c)
Wis. Adm. Code Chapter Adm 7, 8, 10.06
Agencies Affected: All, unless otherwise noted

Authorized:
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State Bureau of Procurement



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- C. During the development process, if the procuring agency determines that the specifications will be best developed towards the use of the competitive negotiation (request for proposal (RFP)) process, it will request authority from the Bureau to conduct an RFP. See PRO-306, Competitive Negotiation (Request for Proposal).
- D. If the procuring agency identifies a competitively bid contract by another allowable entity, it will request authority from the Bureau to use such contract. See PRO-210, Request for Purchasing Authority (RPA) and PRO-502, Collaborative Contracting: Piggybacking and the Use of Contracts with Other Authorities.
- E. Some procurements do not lend themselves to competitive solicitations. In these cases, decisions to waive bidding will be based on established policy and procedure. See PRO-501, Waiver of Bidding Process.



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